

**Step 1: APPLY**

Please prepare the following documents. All application forms are available online at [www.stisedu.org](http://www.stisedu.org).

- ❖ Application for Enrollment Form
- ❖ Copies of previous school records (past 2 years plus current school year; scans are acceptable). Copies must be translated into English. \*We require original school records to be submitted for High School applicants from G9 to G12. These records (Report cards and transcripts need to be signed, notarized (stamped) and translated if in a language other than English).
- ❖ For students applying for admission to grades 9 (Semester 2) to 12, please ask your school guidance counselor to fill out the Credit Request Form.
- ❖ Copy of applicant's and parents' passport and current visa (It is the family's responsibility to ensure the child has proper legal visa documents.)
- ❖ Applicant photo x 1 (can be sent digitally.)
- ❖ Student Medical Form

Please complete and submit all the relevant forms and items to Admissions in person, by fax or email. After verifying everything is in order, we will contact you to arrange an entrance test/interview.

**Step 2: ENTRANCE TEST/INTERVIEW**

Schedule an Interview and Entrance Test:

- ❖ Grade 1-12 entrance test and interview (about two to three hours)

How to Prepare for My Entrance Test

To enter STIS, applicants for Grade 1 to 12 must take an admissions test which may include one or more of the following subjects: English, writing, and mathematics. The best way to prepare for the entrance test is to get a good night's rest, eat a healthy breakfast and relax! Arriving relaxed and ready will ensure your mind is prepared to give its best. Things to Remember:

- ❖ Please arrive on time according to schedule.
- ❖ Bring original passports of the applicant and one parent.
- ❖ Bring original previous school records (past 2 years plus current school year) must be shown on the day of testing.
- ❖ Do not bring any writing materials, including pencils and papers. Those will be provided.
- ❖ Calculators cannot be used during the test, unless provided.
- ❖ Dictionaries or digital translators are not permitted during the test.

**Step 3: OFFER OF PLACEMENT**

Within 2-3 business days we will call or email you an Offer of Placement or advise as to why the applicant has not been accepted. If accepted, we will need up to one week for administrative duties to place the student in class.

**Step 4: SUBMIT OTHER ENROLLMENT FORMS AND TUITION FEES**

After acceptance, the following forms from the Enrollment Folder or from the STIS website ([www.stisedu.org](http://www.stisedu.org)) need to be completed and returned to Student Services Office:

- ❖ Legal Release Form
- ❖ Bus Form (optional)
- ❖ Medication & Allergy Form
- ❖ Insurance Form

The Finance Office will email you a payment plan. Please pay the enrollment fee and tuition according to the schedule on the payment plan. Any missing documents or incomplete payments may result in a delayed start for your child. We appreciate your cooperation in ensuring all these matters are handled in their entirety and in a timely manner.

**IMPORTANT: A seat will not be held for a student until all fees are paid.**